

Washington Women's Employment & Education

Key Dates & Contact Information

WWEE Futures Within Reach Benefit Breakfast
Tuesday, March 23, 2010 7:30 - 8:30 a.m.
Doubletree Guest Suites - Southcenter
16500 Southcenter Pkwy., Seattle, WA 98188-3388



**Futures
within
Reach**

Thank you for the important work that you are doing to help low-income families break the cycle of poverty. Table Captains play a vital role in the success of our benefit breakfast.

WWEE's Commitment to You

- Host an event that is inspiring and professional. We want you and your guests to enjoy your experience at the breakfast and have confidence that your financial gifts to WWEE are used appropriately.
- Provide you with all of the tools and information to make it easy to invite your guests to the event.
- Communicate regularly with our Table Captains and Guests about the event and the work at WWEE.

Key Dates

Now!	Make a list of 20 possible guests for your table. Get commitment from at least 10 guests for the event. Send guest list to rsvp@wwee.org
March 9	DEADLINE for guest lists. Ensure that each guest's name, mailing address and email address is correct.
March 9-23	Remind your guests of the event. Ensure that they have driving directions and parking information, which are available on the website at www.wwee.org .
March 21-22	Phone each of your guests to confirm their attendance. Answer any last minute questions.
March 23	Breakfast Date!

Contact Information

Caroline Swart, Development Assistant
WWEE Development Office
Phone: 253.590.0642
carolines@wwee.org

Washington Women's Employment & Education

Table Captain Checklist

WWEE Futures Within Reach Benefit Breakfast

Tuesday, March 23, 2010 7:30 - 8:30 a.m.

Thank you!

We appreciate your willingness to help WWEE make this event successful by being a Table Captain at our Benefit Breakfast on March 23rd. Our objective is to share WWEE with our guests and inspire them to join us in transforming lives in our community. We hope this will be a rewarding experience for you as well as the participants who benefit from the funds that we raise.

To save on printing costs, we would like to manage much of the communication with our Table Captains through email and the Internet. We encourage you to visit our website www.wwee.org. Here you will find event details, a guest list form, driving directions, parking instructions, and a WWEE Fact Sheet. Please contact the Development Department if you need assistance in getting any of these materials. Contact information is available on the last page of this document.

Prepare

Take a moment to think about your personal decision to support WWEE before you begin inviting people to the event. Your guests will be interested to know why WWEE is important to you, so please share this information with them as a part of your invitation.

Make Contact

List 20 individuals that you would like to invite. Decide what will work better for you and your potential guests: an initial phone call followed by a letter or note, or a letter followed by a phone call. Don't wait -- Start early!

Communicate Expectations

Share clearly with your guests that this is a fundraising event, but there is no donation minimum or maximum. There is no ticket price, however they will be asked to make a gift during the program. We are expecting that they will be so inspired by the stories of our graduates and the program that they will choose to make a significant gift at the event.

Tables of 10

Tables accommodate 10 people. However, things happen. We've found that about 10% of our guests have to cancel at the last minute. To avoid having empty seats at your table, we suggest that you recruit 11 or 12 guests to fill your table. We will seat any extra guests at a table near you, so don't worry if your guests are an exceptionally reliable bunch. They are guaranteed a place at the breakfast regardless.

We'll Help Fill Seats

Please contact us if you come short of 10 committed names. We can probably pair you up as a co-captain. But please let us know right away if you have trouble!

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Return Forms no later than Tuesday, March 9th Please note this date on your calendar.

Your Guest List containing the names, addresses, phone numbers and emails of those who have accepted your invitation is as important to us as it is to you. Correct spelling of your guests' names is critical since we will be creating name tags from your list. Email addresses are also critical as this is primary way that we remind guests that the event is approaching.

You may send us your guest list information one of two ways:

1. Type your guests' information into the document and save the updated document to your computer. Email the updated document to rsvp@wwee.org
2. Print the guest list form, fill in your guests' information, and mail to: WWEE, Development Office, 3516 South 47th Street Ste 205, Tacoma WA 98409

Copies of the guest list form, Table Captain Checklist, WWEE fact sheet, and parking information may be found on the WWEE website, www.wwee.org.

Substituting Guests

You may substitute guests for those who cancel at the last minute. We encourage you to fill any vacancies. We will have blank nametags available for any last minute additions to your table.

Pre-Event Reminders for your Guests

We suggest that you remind your guests at least twice – the week before the event and the day before. Guests will also receive a reminder email from the WWEE office the week before the breakfast. Without reminders, you may be surprised at how many forget! Encourage your guests to bring matching gift forms from their company if applicable.

Table Assignments

We use a numbering system to assign tables. Table assignments will be printed on each guest's nametag. We hope this will make seating easier and less confusing for everyone. We will also have registration tables with a map of table assignments the day of the breakfast.

Post-Event Follow-up

We ask that you personally thank each of your guests by phone or email the day after the breakfast. Donors will receive a thank-you from the WWEE office with their donation amount and the total given at the event. WWEE will also contact those who missed the event to offer them a chance to donate by mail.